

COMET ANNUAL MEETING 2023

JOINING INSTRUCTIONS

VENUES

Conference venue: [British Geological Survey, Nicker Hill, Keyworth, Nottinghamshire, NG12 5GG](#)

Postcode for sat nav: NG12 5GD



Facilities management team: (+44) 0115 936 3470 (during office hours)

Please use this number from 08:30 to 16:30 Monday to Friday for onsite queries or emergencies. This will put you in contact with the BGS facilities management team.

Front gate security team: (+44) 0115 936 3250 (out of office hours)

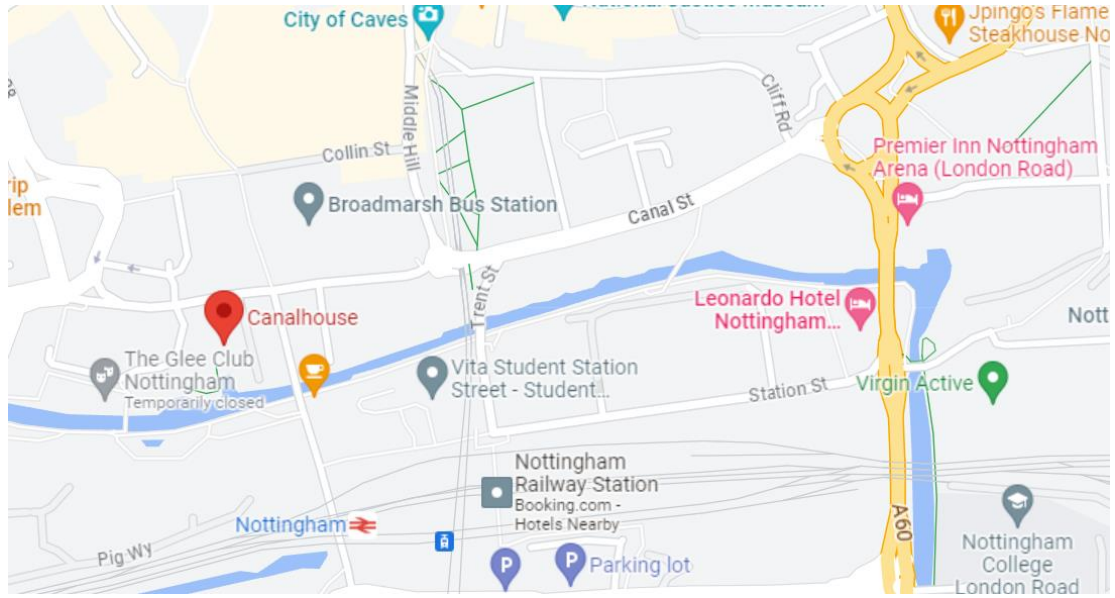
Please use this number from 16:30 to 08:30 Monday to Friday (Saturday and Sunday all day) for onsite queries or emergencies. This will put you in contact with the front gate security team.

WiFi access: If you have a UKRI, BGS or government email address, you can connect to WiFi at BGS by sending a blank email to signup@wifi.service.gov.uk

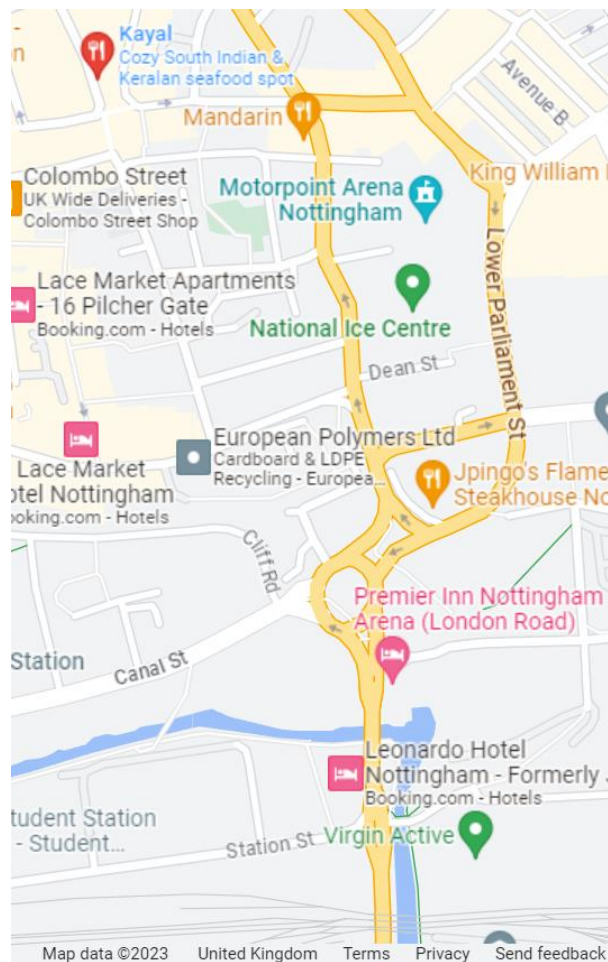
Visitors can text 'Go' to 07537417417 to get connected. Or choose the free BGS_Guest account and register/sign in for access when prompted.

Trouble connecting? Email bgshelpdesk@bgs.ac.uk

Monday Dinner Venue: [Canalhouse, 48-52 Canal St, Nottingham NG1 7EH](#)



Tuesday Dinner Venue: [Kayal Restaurant, 8 Broad St, Nottingham NG1 3AL](#)



TRAVEL

By Air: The nearest airport to Nottingham is East Midlands Airport. Birmingham and Manchester airports also have good transport links to Nottingham.

By Train: The nearest train station to the venue is Nottingham Railway Station. BGS Keyworth is an approximately 20 minute taxi ride or 30 minute bus journey from Nottingham.

By Bus: Buses to Keyworth run every 15 minutes from Nottingham Railway Station (Stop S4).

By Taxi: Taxis should be available at the train station if you are unable to take the bus. Contact details for a selection of Nottingham-based taxi companies have been provided below.

- [DG Cars](#): 0115 9 500 500 | 0115 9 607 607
- [My Cars Nottingham](#): 0115 919 9999
- [NG11 Cars](#): 01153145145

By Car: There is a car park available for use at BGS Keyworth for attendees who wish to drive to the meeting. **Please provide your registration number to the COMET Directorate team (comet@leeds.ac.uk) by Monday 19th June if you would like to park at BGS during the meeting.**

[Get directions to BGS Keyworth](#)

Postcode for sat nav: NG12 5GD.

For those travelling to the meeting by car, we have made arrangements for cars to be parked and left at BGS Keyworth for the duration of the meeting. Coaches will be provided to transport attendees to and from Nottingham city centre and BGS each day. See timings below.

By coach: Marshalls Coaches will transport attendees between BGS Keyworth and Nottingham during the meeting.

Pick ups and drop off times are as follows:

Monday 26 June 2023

Time: 17:45
Pick-up: BGS, NG12 5GG
Drop-off: Leonardo hotel in Nottingham City Centre, NG2 3BJ

Tuesday 27 June 2023

Time: 08:20
Pick-up: Leonardo hotel in Nottingham City Centre, NG2 3BJ
Drop-off: BGS, NG12 5GG

Time: 18:30
Pick-up: BGS, NG12 5GG
Drop-off: Leonardo hotel in Nottingham City Centre, NG2 3BJ

Wednesday 28 June 2023

Time: 08:20
Pick-up: Leonardo hotel in Nottingham City Centre, NG2 3BJ
Drop-off: BGS, NG12 5GD

ACCOMMODATION

We recommend booking either of the following hotels during your stay in the city of Nottingham:

- [Premier Inn - Nottingham arena \(London Road\)](#)
- [Leonardo Hotel Nottingham](#)

A coach will be available to transport attendees to and from BGS Keyworth each day. The coach will leave from outside the Leonardo hotel in Nottingham City Centre (see the 'Travel' section for timings).

TO BRING

- Valid ID for hotel check-in
- Refillable water bottle
- Laptop and charging cable
- Poster presenters should bring a physical print out of their poster (no bigger than A0 size).

GENERAL INFORMATION

- The meeting is due to start with lunch on Monday 26th June 2023 at 12-12:15pm.
- Attendees will be able to check in at their hotels from around 6pm on Monday 26th June, before meeting for dinner at Canal House, Nottingham.
- There is a large meeting room with a projector at BGS, Keyworth where all the talks and general discussions will take place. There will also be smaller rooms available for breakout meetings.
- You will be able to connect your personal devices to WiFi at BGS Keyworth. See connection details in the 'Venue' section above.
- The COMET Annual Meeting 2023 will be a "hybrid" meeting, with presentations available to view online during the meeting and posted on the COMET YouTube channel after the meeting. Please let the COMET Directorate team know (comet@leeds.ac.uk) if you do not want your talk to be posted online.
- There will be regular breaks throughout the meeting. Refreshments during breaks, lunch (Monday-Wednesday) and dinner (Monday and Tuesday) will be provided.
- Only soft drinks will be provided during the poster sessions and at the dinners this year. Attendees will be able to purchase their own alcoholic drinks at the evening venues.
- If you haven't already, please let us know if you have any specific dietary or access requirements as soon as possible so that we can let the meeting venue know in advance.
- Photographs will be taken throughout the meeting. If you do not want photographs of you to be posted on public platforms, such as social media accounts, the COMET website, or external COMET reports, please inform the COMET Directorate team (comet@leeds.ac.uk).
- All attendees of COMET meetings are required to read and adhere to the COMET Code of Conduct.